

# HOW TO ADD/ASSIGN CHANNELS

## STEP 1.

Click the **Create product** tab at the bottom of the Navigator screen to access the stock card.



## STEP 2.

- Scan the barcode of the product to add the drug to the database or find an existing stock card.
- Click **Edit**.

1) Create or edit product using the following options:  
 ▶ Select product from the Open Tasks list  
 ▶ Enter product code  
 ▶ Enter product name  
 2) Continue with button 1

Product code:  1 OK

Product name:  2

3 Create shelf list

4 Delete task

5 Cancel

Product name: DUODART 500 mcg/400mcg

Product code: DUOD8

Length (mm): 110

Width (mm): 0

Height (mm): 0

Barcodes: 2

Excess stock:

Round package:

Dosage form: MIR-CAP

Package unit: 30

Minimum stock: 50% (0)

Maximum stock: Capacity (0)

1) Read and check master data  
 2) Press button 1 to edit data

Channel	Stock	Capacity
1		
2		
3		
4		
5		

1 Edit

2

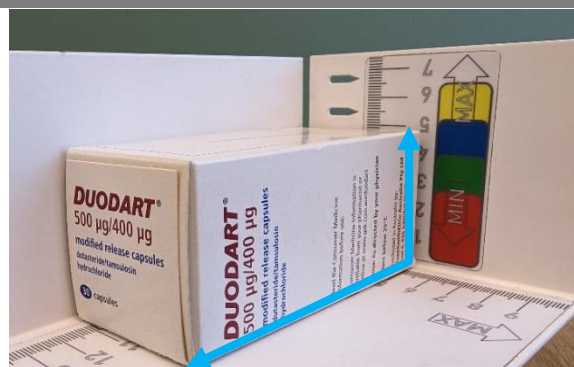
3

4

5 Close

## STEP 3.

- Using the Willach measuring tool, place the product flat side down into the tool to find the length.
- **In the example on the right, Duodart belongs on a blue shelf and its length is 110mm.**
- The height of the shelves is coded by colour, from shortest to tallest: **Red, Green, Blue** then **Yellow**.



## STEP 4.

- Type in the length of the product in millimetres.
- Note the height, represented by a colour code. It matches with a shelf of the same colour. Click **Add channel**.

Product name: DUODART 500 mcg/400mcg

Product code: DUOD8

Length (mm):

Width (mm): 0

Height (mm): 0

Barcodes: 2

Excess stock:

Round package:

Dosage form: MIR-CAP

Package unit: 30

Minimum stock: 50% (0)

Maximum stock: Capacity (0)

1) Edit master data or channel allocation  
 ▶ Product is not allocated to any channel  
 ▶ Attention: add or delete robot flag in pharmacy software, if required

Channel	Stock	Capacity
1		
2		
3		
4		
5		

1 Save

2 Edit barcodes

3 Add channel

4 Delete product

5 Cancel

## STEP 5.

- Tick the matching shelf colour. Untick the other colour options. All available shelves show on the left (tick larger coloured shelves if no shelves are available).
- Highlight a channel on the left.
- Check if the product can fit in the selected space/channel. Make sure product slides freely but is not too loose (no more than 1cm gap in total).
- Click **OK**.
- Click **Save** on the product card screen.

Channel list

Channel
102/01
102/02
102/03
102/04
102/05
102/06
102/07
102/08
102/09
102/10
102/11

1) Print list of empty channels  
 2) Determine package height and colour code by using the measuring tool  
 3) Check shelves with matching colour code for suitable channels  
 4) Select channel from list and confirm

Red

Green

Blue

Yellow

Channel search:

1 OK

2 Channel list

3 Print manual

4

5 Cancel